



RN17-141

Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION: **Budget Analyst** (*Confidential*) **Full time, 12 months**
(Business Services)

WORK SCHEDULE: **Monday thru Thursday: 8:30am – 6:00pm**
Fridays: 7:30am – 11:30am
(Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: **Range 26, \$5,582.98/mo. + benefits**

DEADLINE: **October 22, 2018**

ANTICIPATED START DATE: **November/December 2018**

BASIC FUNCTION:

Under the direction of the Executive Director of Business Services, assists in the planning, coordination, development and maintenance of the District's budget; formulates, maintains, and verifies complex financial, statistical, and budgetary analysis of the District's resources; performs a variety of quantitative and qualitative analytical tasks requiring unique and authoritative expertise; and coordinates with human resources on position control for the District.

REPRESENTATIVE DUTIES: *(E) indicates an essential duty of the position*

- Assists in the planning, coordination, development, and maintenance of the District's annual tentative and final budgets for all resources in accordance with the District budget allocation model; inputs data into the District's financial database; and maintains current and historical data, including funding allocation formulas and spending patterns. *(E)*
- Prepares documents for monthly presentation to the Board of Trustees. *(E)*
- Assists the District negotiating team in the preparation of scenarios of cost proposals *(E)*
- Maintains general knowledge of grant contractual provisions and requirements; advises and collaborates with grant program directors as necessary; assists with the establishment of grant budgets; monitors revenue and expenditures; assists in the reporting and billing process; develops reporting mechanisms and tools. *(E)*
- Assists with the development of presentation material to communicate the budget. *(E)*
- Provides budget presentations to various groups. *(E)*
- Assists in the fiscal year-end closing process and provides support for audit requests. *(E)*
- Performs high level problem solving, forecasting, and statistical and trend analysis of financial data for the operating budgets of facilities, restricted funds, personnel, special revenue sources, and self insurance funds. *(E)*
- Responsible for the annual budget development and loading of budgets into the District's financial system. *(E)*
- Performs a variety of technical and analytical tasks related to the monitoring and administration of state and local bond construction projects, including monitoring contract financial data/cash flow analysis/budgets/spending analysis, and reconciliation. *(E)*
- Responsible for evaluating and processing district and college budget and expenditure transfers. *(E)*
- Serves department as a liaison to provide recommendations and develop budgetary solutions as appropriate. *(E)*
- Coordinates with human resources on position control to track permanent, vacant, and new positions; monitors permanent salary accounts for salary savings; prepares reports related to salary and benefit costs. *(E)*
- Maintains familiarity with and understanding of continually changing practices, laws, statutes, and federal/state/local regulations applicable to California community colleges. *(E)*
- Participates as a finance office representative in meetings and conferences with district and college departments and outside agencies. *(E)*
- Participates in District-provided in-service training programs. *(E)*
- Provides training to the district on budget development, monitoring and execution. *(E)*
- Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public. *(E)*
- Performs other duties as assigned. *(E)*

KNOWLEDGE OF:

- Principles, techniques, and practices of accounting and finance; preparing financial spreadsheets and reports; federal and state financial reporting systems.
- Methods, practices, principles, procedures, and terminology used in accounting and finance;
- Generally accepted accounting principles; governmental accounting standards;
- The California Community College's Budget and Accounting Manual;
- Office practices;
- Computer software applications, including Excel and Word; the operation of standard office equipment.

ABILITY TO:

- Carryout complex oral and written instructions;
- utilize quantitative and qualitative statistical analysis for information gathering and reporting;
- make recommendations regarding financial impact, formulate and recommend revisions to financial processes and procedures as needed to ensure effective and efficient operations;
- exercise judgment and initiative;
- work independently;
- work under the pressure of recurrent and critical deadlines within an environment of frequent interruptions;
- demonstrate proficiency in preparing written communication;
- work effectively with faculty, administrators, staff, and representatives from outside organizations.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution in accounting, finance, public administration, statistics, business administration or a related field is required. Additional qualifying experience may be substituted for the bachelor's degree on a year for year basis with one year of full time experience being equal to 30 semester or 45 quarter units of coursework.

Five or more years of progressively responsible, directly related experience in a school district accounting office or equivalent, including extensive experience involving the following: budget development, financial report preparation, budget, financial, and statistical analysis, year-end closing, and computerized financial systems are required. Experience in or knowledge of California community college business operations, including payroll, accounts payable/receivable, and purchasing is preferred.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction to short-term employees and / or work study students as applicable.

WORK ENVIRONMENT:

Normal office environment

CONTACTS: Coworkers, other departmental staff, other California Community College staff, Riverside County Office of Education, and Federal and State Agencies.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting. Dexterity in the use of fingers, limbs and body in the operation of office equipment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday -Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Confidential, Management, Supervisory Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: If college-level coursework or a degree **IS** required in the job announcement under "Education and Experience":
 - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.